CHAPTER 18

AVAILABILITY PROCESSING

18.0   GENERAL INFORMATION.

All Naval commands are responsible for prompt and accurate submission of availability reports on personnel who are available for assignment or reassignment. The procedures outlined in this Chapter provide the means by which the Navy can efficiently and expeditiously assign available personnel to duty where their talents, experience and training, together with their individual preferences, can best be utilized to the ultimate advantage of the individual and the Navy. Excessive transient time is costly and erodes the ability of the Navy to perform its mission. In the interest of stability, personnel readiness, cost effectiveness, and the morale of the individual, accurate, complete and timely submission of availability reports is mandatory. Errors and omissions cause delays in the processing of availability reports, and ultimately delays transfer of the individual. It is imperative that personnel move through the transient system as rapidly as possible.

18.01   GLOSSARY OF TERMS.

  - ASSIGNMENT CONTROL AUTHORITY (ACA): Organization responsible for personnel assignments, as follows; Rated/Designated Enlisted Personnel (Excluding TAR) - COMNAVPERSCOM; Non-Rated/Non-Designated Enlisted Personnel - EPMAC; TAR - Naval Reserve Personnel Center, New Orleans, LA.

  - ASSIGNMENT DIRECTIVE: A document issued by COMNAVPERSCOM or Enlisted Placement Management Center (EPMAC) containing a TC number (authority) indicating specific assignment information and instructions pertaining to the transfer of an individual.

  - AVAILABILITY DATE: The earliest date on which the individual can be transferred or change duty status.

  - AVAILABILITY REPORT: A formatted report which contains the necessary information for assigning/reassigning an individual.

    -- Immediate Availability Report: An availability report submitted on personnel whose availability date is less than 21 days in the future.

    -- Regular Availability Report: An availability report submitted on personnel whose availability date is 21 days or more in the future.

    -- Accession Availability Report: An availability report submitted on personnel who are being initially gained to active enlisted Naval strength. All accession availability reports are considered immediate. Member must have full strength record before submitting accession of availability report. For PSD, first complete SDS exception gain event then follow by G18. For units not serviced by PSD, submit exception gain report via naval message, include accession availability report, submit message to PERS-312G and PERS-40A3/EPMAC (Code 47).

  - PAPER AVAIL (HARD COPY): A printed, paper, copy of the Enlisted Availability is produced when an availability is processed. The Hard Copy is forwarded to the appropriate detailer for assignment decision and order writing.

- Member must have full strength record before submitting accession of availability report. For PSD, first complete SDS exception gain event then, follow by G18. For units not serviced by PSD, submit exception gain report via naval message, include accession availability report, submit message to: PERS-312G, PERS-452C, and PERS 40A3/EPMAC (Code 47).

18.02   SPECIAL INSTRUCTIONS.

18.021 SERVICE RECORD MAINTENANCE. A copy of the availability report must immediately be filed in the individual's service record and remain there until orders, satisfying the Availability, are received.

18.022 EXCESS PERSONNEL. DO NOT SUBMIT Availability Reports on personnel excess. Action to assign personnel in excess or make excesses available for reassignment will be initiated by the cognizant Manning Control Authority (MCA), his agent, or EPMAC.

18.023 FORMER AVIATION OFFICER CANDIDATES (AOC) AND FORMER NAVAL AVIATION OFFICER CANDIDATES (NAOC). AOCs and NAOCs dropped from the training program prior to commissioning will be processed as follows:

  - Those who have no active duty obligation remaining and who do not volunteer for active duty shall be released from active duty.

  - Those electing enlistment/reenlistment in the Navy or Naval Reserve or are retained on active duty, after completion of classification and outfitting will be:

    -- Transferred to nearest Naval Training Center for Recruit Training if the candidate has not held a rate higher than E-1 in the Naval service (excluding service in the training program) or

    -- Retained on board current duty station and made available to the appropriate ACA for assignment.

18.024 FORMER OFFICER CANDIDATES (OC). OCs dropped from the training program prior to commissioning will be processed as follows:

  - Those whose disenrollment has been approved and who will not be retained on active duty will be separated from the Naval service.

  - Those retained on active duty, upon completion of classification and outfitting, will be retained on board Naval Education Training Center, Newport, RI and made available to the appropriate ACA for assignment.

18.025 PERSONNEL DISENROLLED FROM OTHER OFFICER PROGRAMS:

  - U.S. Naval Academy Midshipmen: Refer to MILPERSMAN 1531-020.

  - Other service academies: Refer to MILPERSMAN 1910-184 through 1910-186.

  - Reserve Officer Candidates: Refer to Commander, Naval Surface Reserve directives.

- Aviation Reserve Officer Candidates: Refer to Commander, Naval Air
  Reserve directives.

18.03   AVAILABILITY SUBMISSIONS.

An Availability Report is the communication to the ACA that an individual
requires assignment/reassignment. In that the ACA is not the same for all
personnel, it is critical that local commands transmit the availability to the
proper ACA.

18.031   TRANSMISSION OF AVAILABILITY REPORTS.

Submit all availability reports to "EPMAC DIARY NEW ORLEANS LA" per reporting
procedures outlined in the DMRSMAN section 2 and using the formats in the
DMRSMAN section 15, except for the following:

- "F" (Accessions) and "DZ" Class Availabilities - Submit via msg refer to
  Article 18.04, 18.05, and 18.06.

- "DG" Class Availabilities - Submit all "DG" (Submarine disqualification)
  Class Availabilities via Naval message to COMNAVPERSCOM (PERS-403F).

- TAR avails - Submit all Availability Reports on Training and
  Administration of Reserve (TAR) personnel to NAVRESPERSCEN (CODE 30).

- ADSW avails - DO NOT SUBMIT Availability Reports on Active Duty for
  Special Work (ADSW) personnel. Contact COMNAVPERSCOM ADSW liaison (4010E)
  for further information.

- MEMBERS IN RECEIPT OF ORDERS, MEMBERS IN A TEMDU STATUS UNDER ORDERS WITH
  AN ULTIMATE (FOLLOW ON) DUTY ASSIGNMENT - If a member in this category
  becomes Available, Availability Report MUST be submitted via message to
  the appropriate ACA. (NOTE: If member is a travel status (ACC 400), they
  MUST be reported onboard for DUTY/TEMDU prior to Avail submission).

18.032   TRANSMISSION METHODS FOR AVAILABILITY REPORTS.

The primary means of transmitting Availability Reports are; DMRS and On-line
electronic submissions (i.e., ARTM). Listed below are alternative means, for
transmitting Availability Reports to the appropriate ACA, to be used for
certain class Avails or when use of primary method(s) is not possible or will
not meet specific criteria of the Avail.

- COMNAVPERSCOM (PERS-40A3; INFO PERS-452C):
    Naval Message
    Telecopy - FAX# (A) 882-2647 (C) 901-874-2647, verification (A) 882-
    3539 (C) 901-874-3539
    PERSGRAM
    Letter

- EPMAC (Code 47):
    Naval Message
    Telecopy - FAX# (A) 678-1122 (C) 504-678-1122, verification (A) 678-
    1781 (C) 504-678-1781
    PERSGRAM
    Letter

- NAVRESPERSCEN (Code 30):
    Naval Message
    Telecopy - FAX# (A) 678-6211 (C) 504-678-6211, verification (A) 678-
    1216 (C) 504-678-1216
    PERSGRAM
    Letter

18.04 CLASSES OF AVAILABILITIES.

CLASS "D" - NOMINATIONS

Applicability: Personnel who are made available for reassignment as a result
of disqualification from serving in a type duty, activity draw-down,
inactivation or decommissioning. ENSURE that a COMPLETE EXPLANATION is
contained in the remarks section of the availability report.

Report submissions:

- Availabilities on personnel attached to commands scheduled for
  decommissioning/deactivation will be submitted four to five months prior
  to the individual's loss month, in accordance with Chapter 12 or as
  directed by COMNAVPERSCOM/EPMAC.

- For individuals with less than 24 months OBLISERV, include in the
  availability remarks section the member's OBLISERV intentions.

    Examples:

    -- Will OBLISERV for _____ months.

    -- Will not OBLISERV.

  CODE   DESCRIPTION

  DA   E-1 through E-3 personnel who are not designated strikers and are
            not school guaranteed or school recommended. State reason for
            disqualification in remarks section.

  DC   Disqualified from the CT rating (submit Avail ONLY after lateral
            conversion has been approved).

  DD   Available through draw-down procedures.

  DE   Inactivation of activity with Type Duty Codes 2, 3, 4, 5, and 8

  DF   Disestablishment of activity with Type Duty Codes 1, 6, and 7.

  DG   Submarine Disqualification. State reason in remarks section and
            include statement of qualification concerning retention on
            submarine-related duty (Refer to paragraph 18.031 for submission
            method).

DM   Member marries member. To be used only when two members
          stationed onboard the same deployable unit
          (ship/vessel/squadron) marry. The member with the
          earliest Sea Duty Commencement Date (SDCD) will normally
          be made available for reassignment. Submit DM Class
          Avails, via naval message ONLY, to PERS-40A3. Include
          avail items one through nine (refer to article 18.05),
          remarks section MUST contain spouse rate, name, and SSN of
          member not being made available. Also provide date of
          marriage.

     CODE   DESCRIPTION

     DN   Surface Nuclear Disqualification. State reason in remarks section.

     DP   Pregnant personnel that, due to their pregnancy, are
              disqualified from present duty assignment. State
              estimated delivery date in remarks section. Ensure
              justification is contained in remarks section if
              transfer is required prior to the 20th week of
              gestation. If early transfer not required, ensure avail
              date reflects 20th week of gestation (OPNAVINST 6000.1A
              refers).

     DR   Recruiter/Recruit Company Commander Disqualification. Submit ONLY
              WHEN directed by PERS-4010. Reference COMNAVPERSCOM authority,
              include a brief synopsis in the remarks section. If submitted via
              Naval Message, info PERS-40A3.

     DX   Utilize ONLY WHEN directed by cognizant COMNAVPERSCOM Code.
              Reference COMNAVPERSCOM authority and include a brief synopsis in
              the remarks section. If submitted via Naval Message, info PERS-
              40A3.

     DZ   Utilize ONLY WHEN directed by the cognizant Availabilities Section
              as follows; COMNAVPERSCOM - PERS-40A3; EPMAC - Code 47; NRPC - Code
              30. DZ Avails may NOT be submitted via DMRS or On-line electronic
              submission. Primary method for submitting DZ Avails is via Naval
              Message, include Availability Items one (1) through nine (9) (Refer
              to Article 18.05).

Note: DR, DX and DZ Avails submitted without proper authorization will be
considered invalid.

CLASS "F" - ACCESSIONS

Applicability: Personnel who are accessions and are not covered under the
Computer Assisted Assignment System (COMPASS) program.

Report submissions:

  - Class "F" availabilities are considered immediate and should be submitted
    as soon as individual arrives at the Naval Receiving Station/Recruit
    Training Center.

- Class "F" availability reports must include availability items 1 through 19 (refer to Article 18.05).

CODE	DESCRIPTION
FA	E-1 through E-3 personnel who are not designated strikers and are not school guaranteed or school recommended.
FD	USNR reporting for active duty (involuntary).
FE	USN enlistment (from Inactive Reserve).
FF	USN enlistment or reenlistment (former aviation or officer candidate).
FG	USN enlistment (RESCORE).

CODE	DESCRIPTION
FH	USNR reporting for active duty (voluntary).
FK	USN reenlistment (broken service).
FL	USN reenlistment (continuous service but greater than 24 hours after discharge).
FO	USN enlistment (from active reserve).
FP	Fleet Reserve recall (voluntary).
FQ	Fleet Reserve recall (involuntary).
FR	TAR Recall/Conversion
FS	USN enlistment from another Armed Forces (OSVET).
FV	Commissioned officer reverting to enlisted status and continuing on active duty.
FZ	Any member commencing active duty not within the criteria of any other Class "F" availability. Complete explanation is required in remarks section.

CLASS "H" - HUMANITARIAN TOUR RELEASES

Applicability: Personnel who are completing humanitarian assignment.

Report submissions:

- Submit 6 weeks prior to HUMS completion.

- Class "H" availability reports must include Availability Items one (1) through nine (9) (Refer to Article 18.05).
- For individuals with less than 24 months OBLISERV, include in the availability remarks section the member's OBLISERV intentions.

  Examples:

    -- Will OBLISERV for _____ months.

-- Will not OBLISERV.

CODE   DESCRIPTION

HA   E-1 through E-3 personnel who are not designated strikers and are
        not school guaranteed or school recommended.

HD   All other personnel.

CLASS "J" - "A" SCHOOL GRADUATES

Applicability: Personnel who are available for assignment as a result of
graduation from Class "A" school. Personnel attending "A" school enroute to a
duty station already designated in their orders or onboard in a temporary
additional duty under instruction (TEMADDINS) status, will NOT be made
available for assignment since next duty station is known.

Report submissions:

- Where length of school is eight weeks or less, availabilities should be
  submitted during the first week of training.

- Where length of school is more than eight weeks, availabilities should be
  submitted should be submitted eight weeks prior to graduation.

- Where school is under "Self-Pace" program, submit availability as above,
  with the availability date based on average completion time for the
  course. Specify class convening date in the remarks section.

- Class "J" availability reports must include availability items 1 through 9
  (refer to Article 18.05).

CODE   DESCRIPTION

JD   Graduate, STAR/SCORE program.

JE   Graduate, honor student.

JF   Graduate, no further school recommended.

JG   Graduate, recommended for further school (specify in remarks).

JH   Graduate, submarine school candidate.

JI   Graduate, diver/EOD candidate.

CLASS "K" - "C" SCHOOL GRADUATES

Applicability: Personnel who are available for assignment as a result of
graduation from Class "C" school. Personnel attending "C" school enroute to a
duty station already designated in their orders, or onboard in a TEMADDINS
status, will NOT be made available for assignment since next duty station is
known.

Report submissions:

- Where length of school is eight weeks or less, availabilities should be
  submitted during the first week of training.

- Where length of school is more than eight weeks, availabilities should be submitted eight weeks prior to graduation.

- Where school is under "Self-Pace" program, submit availability as above, with the availability date based on average completion time for the course. Specify class convening date in the remarks section.

- Class "K" availability reports must include availability items 1 through 9 (refer Article 18.05).

CODE   DESCRIPTION

KA   Graduate, E-1 through E-3, not designated strikers, not within the criteria of any other Class "K" availability (explanation is required in the remarks section).

KC   Graduate, Rated/Designated, not within the criteria of any other Class "K" availability (explanation is required in the remarks section).

KD   Graduate, no further school recommended.

KE   Graduate, recommended for further school (specify in remarks).

KF   Graduate, honor student.

CLASS "L" - OTHER SCHOOL GRADUATES

Applicability: Personnel who are available for assignment as a result of graduation from a school other than Class "A" or "C". Personnel attending these schools enroute to a duty station already designated in their orders or onboard in a TEMADDINS status, will NOT be made available for assignment since next duty station is known.

Report submissions:

- Where length of school is eight weeks or less, availabilities should be submitted during the first week of training.

- Where length of school is more than eight weeks, availabilities should be submitted eight weeks prior to graduation.

- Where school is under "Self-Pace" program, submit availability as above, with the availability date based on average completion time for the course. Specify class convening date in the remarks section.

- Class "L" availability reports must include availability items 1 through 9 (refer to Article 18.05).

CODE   DESCRIPTION

LA   Graduate, E-1 through E-3, not designated strikers, not within criteria of any other Class "L" availability.

LB   Graduate, Submarine school, E-1 through E-3, not designated striker and not recommended for further school.

LC   Graduate, Rated/Designated, not within the criteria of any other Class "L" availability (explanation is required in the remarks

section).

LD   Graduate, Nuclear Power School.

LE   Graduate, Diving/EOD School.

LF   Graduate, recommended for further school (specify in remarks).

CODE   DESCRIPTION

LG   Graduate, Nuclear Power School and recommended for further school.

LH   Graduate, no further school recommended.

LI   Graduate, Submarine School and Nuclear Power qualified.

LJ   Graduate, Submarine School, rated/designated personnel only.

LK   Graduate, Submarine School, E1 through E3, not designated strikers, recommended for further school (specify in remarks).

LM   Completed FRAMP. Specify type of FRAMP in remarks.

LO   Availabilities for EEAP students are required to be submitted 180 days prior to date of graduation.

CLASS "N" - NON-GRADUATES

Applicability: Personnel who are available for assignment as a result of non-graduation from any school.

Report submissions:

- Availability reports on personnel in this class are considered immediate and should be submitted the same date member is dropped from a course of instruction, except for circumstances where reclassification is deemed appropriate.

- Availability reports on personnel in this class who are considered appropriate candidates for reclassification should be submitted on the same day reclassification is completed, and not later than three working days from the drop from a course of instruction.

- Class "N" availability reports must include availability items 1 through 9 (refer to Article 18.05) and must specify the reason for non-graduation (academic, disciplinary, etc) in remarks section.

CODE   DESCRIPTION

NA   Non-graduate, E1 through E3, not designated strikers, not within the criteria of any other Class "N" availability (explanation is required in the remarks section).

NB   Non-graduate, Submarine School, non-rated/non-designated.

NC   Non-graduate, Rated/Designated, not within the criteria of any other Class "N" availability (explanation is required in the remarks section).

ND   Non-graduate, Submarine School, rated/designated.

NE   Non-graduate, Submarine School, Nuclear Power qualified.

NF   Non-graduate, Nuclear Power School.

NG   Non-graduate, Diver/EOD School (see Class NP below).

CODE   DESCRIPTION

NH   Non-graduate, Instructor or Recruiter School.

NI   Non-graduate, recommended for another school (specify in remarks).

NJ   Non-graduate, Weapons System School.

NK   Non-graduate, Preparatory School.

NL   Non-graduate, EEAP Program.

NM   Non-graduate, STAR/SCORE Program.

NN   Non-graduate, Class "C" School.

NP   Non-graduate, advanced Diver/EOD School, qualified to remain in
        diving program.

NR   Aircrew Drop/Disqualification.

NX   Non-enrollees. Specify school and reason for non-enrollment in the
        remarks section.

Specific guidelines concerning Nuclear Power non-graduates:

 - DO NOT submit availability reports on personnel who are non-grads and have
   through orders (this is orders to an ultimate duty station). Send order
   modification (ORDMOD) request via message to the appropriate detailing
   section at COMNAVPERSCOM. Ensure reason for non-grad and date member is
   available for transfer is included.

 - For students who report, but are not enrolled, or are non-graduates of
   Nuclear Power Schools (NPS) and Nuclear Power Training Units (NPTU),
   include as additional information, the class number and reason for
   disenrollment (i. e., academic, disciplinary, physical, etc.). If for
   physical reasons, briefly indicate reasons (e. g., medical - visual,
   audio, etc.).

   - Nuclear Power non-graduates will be transferred to commands indicated
     below:

     TRAINING SITE   ACTIVITY TRANSFERRED TO

     NPS ORLANDO   NTS ORLANDO OTH (UIC 32943)
     NUFLDASCOL   NTS ORLANDO OTH (UIC 32943)
     NPTU WINDSOR   SUBASE NEW LONDON OTH (UIC 31752)
     NPTU BALLSTON SPA   SUBASE NEW LONDON OTH (UIC 31752)
     NPTU CHARLESTON   NAS JACKSONVILLE OTH (UIC 31916)

   - Students who are disenrolled and transferred for disciplinary/medical

reasons will not be made available by the NPS/NPTU. The NPS/NPTU will
submit a PERSGRAM report, containing the student's name, rate, SSN, class,
reason for disenrollment and activity to which transferred, to
COMNAVPERSCOM (PERS-403C). The activity to which the disenrollee is
transferred is responsible for submitting the actual availability report.

CLASS "R" - RECRUIT GRADUATES

Applicability: Personnel who are available for assignment as a result of
completion of recruit training. Availability reports for recruit graduates
are submitted through the use of COMPASS in accordance with procedures
promulgated in separate correspondence. If unable to process an availability
through COMPASS submit a Class "F" availability and include adequate remarks.

Report submissions:

  - Availability reports on personnel in this class are submitted four (4)
    weeks prior to graduation.

  CODE   DESCRIPTION

  RA   Non-designated strikers, not within the criteria of any other Class
           "R" availability.

  RC   Non-designated strikers selected for assignment by COMNAVPERSCOM.

  RD   General assignment (request for Brother Duty (DUBRO)).

  RE   General assignment (designated striker).

  RG   Special assignment (includes those identified for special assignment
           by request code in the recruit data card).

  RL   Special qualifications assignment.

  RZ   Incorrect input - rejected/unassigned (this code is used only in
           COMPASS to return data to the NTCs for correction and resubmission).

CLASS "X" - BRIG/DISCIPLINARY RELEASES

Applicability: Personnel who are completing confinement, or other
disciplinary action, of 31 days or more (Refer to MILPERSMAN Article
1640-060 through 1640-100) and who are available for assignment. For individuals
confined while en route to a new duty station, specify activity name in the
remarks section. DO NOT SUBMIT AN AVAILABILITY REPORT IF THE INDIVIDUAL IS TO
BE DISCHARGED. DO NOT SUBMIT AN AVAILABILITY REPORT IF THE INDIVIDUAL IS TO
BE RETURNED TO LAST DUTY STATION (CONFINED 30 DAYS OR LESS).

Report submissions:

  - Availability reports on personnel in this class should be submitted at
    least three (3) weeks prior to completion of confinement or disciplinary
    action.

  - Class "X" availability reports must include availability items 1 through 9
    (refer to Article 18.05) and must indicate last permanent duty station and
    new EAOS in remarks section.

  - Class XB and XD - Availability Report MUST indicate period of confinement

and date time group of message, from appropriate ACA, that approves command's request for member not to be returned to last permanent duty station (Refer to Article 3.25).

- For individuals with less than 24 months OBLISERV, include in the availability remarks section the member's OBLISERV intentions.

    Examples:

    -- Will OBLISERV for _____ months.

    -- Will not OBLISERV.

CODE   DESCRIPTION

XA   Brig release, E-1 through E-3 personnel, who are not designated strikers and who are to be returned to previous duty station in accordance with existing policy.

XB   Brig release, E-1 through E-3 personnel, who are not designated strikers, and for whom a request for exemption of policy returning member to previous duty station has been requested and approved (or who was apprehended, convicted and confined while en route to a new duty station, or whose last duty was school, transient, etc.).

XC   Brig release, rated personnel and designated strikers who have been sentenced to 31, or more, days of confinement and who will are recommended for further service/assignment. For individuals apprehended, convicted and confined while in a travel status, indicate last duty station and new duty station in remarks section (i.e., SNM ENROUTE FRM RTC ORLANDO TO CV-12, SPCM AWARDED 45 DAYS, VIOL ART 80).

XD   Brig release, rated personnel and designated strikers who have been sentenced to 30, or less, days of confinement and an exemption of policy returning member to previous duty station HAS BEEN REQUESTED, by the previous duty station, AND APPROVED by appropriate ACA. For individuals apprehended, convicted and confined while in a travel status, indicate last duty station and new duty station in remarks section (i.e., SNM ENROUTE FRM RTC ORLANDO TO CV-12, NJP AWARDED 15 DAYS, VIOL ART 92).

XE   Disciplinary release (not Brig), E-1 through E-3 personnel, who are not designated strikers.

XF   Disciplinary release (not Brig) rated personnel and designated strikers.

CLASS "Y" - MEDICAL RELEASES

Applicability: Personnel who are available for assignment as the result of being hospitalized, placed on LIMDU, completing hospitalization, or who have appeared before a medical board.

Report submissions:

- Class "Y" availability reports should be submitted as soon as member's final status has been determined. Member's date of availability will be the date of the medical board (Block 15 NAVMED 6100/1).

- For personnel recommended for initial period of Limited Duty greater than 12 months or, subsequent period of Limited Duty resulting in, over 12 months cumulative Limited Duty within the last 24 months, await COMNAVPERSCOM (PERS-821) direction <u>BEFORE</u> submitting availability report.

- Personnel hospitalized while undergoing a course of instruction at a naval training activity. Return these personnel to the naval training activity from which received, provided hospitalization has not been for a period in excess of four months. All student personnel requiring limited duty assignment must be made available.

- Class "Y" availability reports must include Availability Items one (1) through nine (9), (Refer to Article 18.05).

- YH availability reports on nuclear trained personnel (NEC 335X, 336X, 338X, 339X) will be followed up with a copy of the medical board (NAVMED 6100/1) to N133D.

- For individuals, returning to full duty, with less than 24 months OBLISERV, include in the availability remarks section the member's OBLISERV intentions.

    Examples:

    -- Will OBLISERV for _____ months.

    -- Will not OBLISERV.

DO NOT SUBMIT AN AVAILABILITY REPORT FOR:

- Personnel who are found fit for full duty and who are either awaiting discharge or have less than three months active obligated service. Refer to MILPERSMAN 1910-102. Inform COMNAVPERSCOM (PERS-821) and (PERS-40) by message.

- Personnel recommended for retention to complete 20 or more years service. (Await direction/instructions from COMNAVPERSCOM PERS-821)

- Personnel who were hospitalized from recruit training, confinement, or disciplinary status. Return these individuals in the same status to the command from which received (Unless otherwise directed by competent authority).

- Personnel referred to Central Physical Evaluation Board (CPEB) for final disposition. (Await direction/instructions from COMNAVPERSCOM PERS-821)

- Personnel assigned to shore duty (SSC-1) - PSD will no longer submit an Availability Report for enlisted members going to or from a TLD (Temporary Limited Duty - ACC 105). If the member's PRD does not provide sufficient time to cover the entire TLD period, the PSD will submit a message to the appropriate ACA, info COMNAVPERSCOM (PERS-821), requesting PRD adjustment (Article 24.04 refers). The only exception to this is for members, assigned to shore duty, found fit for full duty and who are within 90 days of PRD - submit appropriate "Y" Class Avail and include following in remarks "Member within 90 days of PRD".

- Personnel assigned to overseas shore duty (SSC 3 and 6) - The member's command/PSD will submit a narrative message report to the appropriate ACA,

info COMNAVPERSCOM (PERS-821), indicating the availability and adequacy of medical care at the overseas site and provide information as to whether member's condition will/will not permit member to remain onboard current duty station. Final determination, as to whether member will remain at current duty station or be returned to CONUS, will be made by the appropriate ACA.

CODE	DESCRIPTION

YA   E1 through E3 non-rated/non-designated personnel not within the criteria of any other Class "Y" availability.

CODE	DESCRIPTION

YC   E1 through E3 non-rated/non-designated personnel who were under direct assignment control of COMNAVPERSCOM prior to hospitalization, i. e., Ceremonial Guard, etc.

YD   Rated/designated personnel not within the criteria of any other Class "Y" availability (Explanation is required in remarks section).

YE   Hospital releases from a non-naval military medical facility.

YF   Hospital releases from a non-military medical facility.

YH   Personnel available for first or subsequent consecutive Limited Duty, not requiring COMNAVPERSCOM/BUMED approval action (personnel may be placed on LIMDU for a period of up to 12 months without COMNAVPERSCOM/BUMED approval action). State in remarks section number of months LIMDU specified in medical board, layman's description of member's physical condition (ICD codes may be used), physical limitations, geographical limitation, availability/nonavailability of medical facility/treatment. Also include location of dependents if applicable. Member is to be made available from the date of the Medical Board (Block 15, NAVMED 6100/1). DMRS submissions only allow for two limited lines of remarks. Known/accepted abbreviations, ICD codes, three letter location codes are all acceptable and their use encouraged.

Example REM1: GMO ICD 524.24 NO RUN STAND PRT CLIMB OVS/
Example REM2: MEDAVAIL DEPGJK/

For nuclear trained personnel (NECs 335X, 336X, 338X, 339X) forward a copy of the initial medical board (NAVMED 6100/1) to N133D when it becomes available.

YI   For use only when specifically directed by COMNAVPERSCOM PERS-821. Recommended for full duty which required COMNAVPERSCOM/BUMED/CPEB approval action (Reference the COMNAVPERSCOM PERS-821, authorization in remarks section).

YJ   Full duty not requiring COMNAVPERSCOM/BUMED approval action. To be submitted by the PSD having cognizance of the member's service record. Submit upon decision of the attending physician to return an enlisted member to full duty at the conclusion of the TLD period, or anytime prior to conclusion, by recording on an SF 600 the findings. Submit also upon receipt of the TLD Medical Board Report (NAVMED 6100/5) with the final disposition of fit for full duty.

YK   Release from Drug/Alcohol Abuse Rehabilitation (Specify drug or
        alcohol in remarks section).

YM   For use only when specifically directed by COMNAVPERSCOM PERS-821.
        Personnel assigned LIMDU designations (i. e., L4, L5, L-M). State
        in remarks section layman's description of member's physical
        condition, physical limitations, geographical limitations and
        reference MILPERSMAN 1306-020 and the COMNAVPERSCOM PERS-821,
        authorization. Submit availability only if one or more of the
        following conditions exist; (a) Member is not on Type 1 (one) duty,
        (b) Member is in ACC 3xxx, (c) There is a valid medical reason
        (Explanation must be included in remarks) to transfer member.

YN   Assigned to nuclear trained personnel (NECs 335X, 336X, 338X, 339X)
        who required additional screening by BUMED Code 21 and N133D, and
        have completed their required LIMDU period, have been found
        physically fit for submarine duty and/or occupational exposure to
        ionizing radiation (see MANMED ch 18), and have been
        screened by N133D.   COMNAVPERSCOM PERS-403, will direct
        submission when screening is complete.

YO   For use only when specifically directed by COMNAVPERSCOM PERS-821.
        Recommended for second, subsequent or extended period of LIMDU which
        required COMNAVPERSCOM/BUMED approval action. State in remarks
        section layman's description of member's physical condition,
        physical limitations, geographical limitations, number of months
        specified in medical board and reference COMNAVPERSCOM PERS-821,
        authorization . MEMBER IS TO BE MADE AVAILABLE FROM THE DATE OF THE
        MEDICAL BOARD.

18.05 DEFINITION OF AVAILABILITY ITEMS.

1. SSN - Social Security Number - Example: SSN: 111 11 1111.

2. NAME - Last name, first name, middle name - Example: NAME: DOE, John
Hopkins

3. UIC - Unit Identification Code - 5 position element. Reference: NAVCOMPT
Manual Vol 2, Chapter 5, Example: UIC: 03135. Ensure the UIC matches the
activity name to which the individual will be attached while awaiting the
transfer directive.

4. AVAIL RATE - Availability rate - Example: RATE: PNSN. In reporting
school graduates, indicate the rate obtained by successful completion of the
course, e.g., a SN in Class "A" Personnelman course will be reported as a PNSN
even though this striker identification has not actually been assigned at the
time the report is submitted. This also applies to personnel attending
conversion courses and personnel authorized to be advanced to the next higher
rate. DO NOT include special program indicators such as "NF" for Nuclear
Field personnel or special designators, such as "SS".

5. ENEC - Expected Navy Enlisted Classification Code. Enter additional NEC
qualification, including NEC recommended by Enlisted Classification Unit or
NEC to be earned as a result of course completion. If none, enter "0000".
For school graduates who receive designation upon graduation (and will no
longer be assigned a Defense Group or conversion NEC) enter four zeros.
Example: ENEC: 0000 or ENEC: 9585.

6. ASC - Avail Source Code - 3 position numeric element. Enter the three

position numeric code for the PSD corresponding to the avail UIC. Precede the PSD number with zeros, if required, to submit three numbers. Example: P12 would be submitted as 012. P1 would be submitted as 001. If the avail UIC is not represented by a PSD, leave blank.

7.   AVAIL DATE - Availability date - The date the individual will be available for transfer to a new duty station. In the case of assignment to Limited duty, the availability date will be the date of the medical board (Block 15, NAVMED 6100/1). In the case of personnel found fit for full duty, the availability date will be the date in block 25, NAVMED 6100/1.

8.   CLASS AVAIL - Class of availability. Example: CL AVAIL: LD.

9.   ACTIVITY NAME - The activity to which the individual will be attached while awaiting the transfer directive. Use short title for activity, not to exceed 16 positions. Example: ACT NAME: NAVSTA NORVA OTH. Ensure the short title matches the UIC specified in item 3 above.

NOTE: Below items for use on Accession (Class "F") Avails ONLY.

10. MILITARY SPOUSE - List pertinent information as follows:

  - If no spouse or spouse is not ACTIVE DUTY military - leave blank.

  - If spouse is NAVY ENLISTED - E plus spouse's SSN

  - If spouse is NAVY OFFICER - O plus spouse's SSN

  - If spouse is OTHER SERVICE - E or O plus USA, USMC, USAF or USCG

Example: MILITARY SPOUSE: OUSMC or MILITARY SPOUSE: E123-45-6789

11.   BR/CL - Branch and Class of service. Enter appropriate code:

CODE	ABBR	DESCRIPTION
11	USN	Regular Navy
15	USN-NAT	Insular Force (Guam or Philippines)
23	USN-S	Inductee
25	USN-MI	Medical Inductee
32	USNR-R	Naval Reserve (Ready)
68	USNFR-F6	Fleet Reserve (from USN)
78	USNFR-F6	Fleet Reserve (from USNR)
90	USN-RET	Retired Regular Navy
96	USNR-RET	Retired Naval Reserve

Example: BR/CL: 11.

12. DEPN - Primary Dependency Code. Enter appropriate code:

CODE	DESCRIPTION
0	No primary dependents
1	Spouse, no children
2	Spouse and one dependent child
3	Spouse and two dependent children
4	Spouse and three dependent children
5	Spouse and four dependent children
6	Spouse and five dependent children

```
            7          Spouse and six dependent children
            8          Spouse and seven dependent children
            9          Spouse and eight or more dependent children
            A          One dependent child (no spouse)
            B          Two dependent children (no spouse)
            C          Three dependent children (no spouse)
            D          Four dependent children (no spouse)
            E          Five dependent children (no spouse)
            F          Six dependent children (no spouse)
            G          Seven dependent children (no spouse)
            H          Eight or more dependent children (no spouse)
            K          Married with military spouse
            S          Military Spouse and one dependent child
            T          Military Spouse and two dependent children
            U          Military Spouse and three dependent children
            V          Military Spouse and four dependent children
            W          Military Spouse and five dependent children
            X          Military Spouse and six dependent children
            Y          Military Spouse and seven dependent children
            Z          Military Spouse and eight or more dependent children
```

Example: DEPN: 2 or DEPN: B.

13. CITZ - Citizenship Code - Enter the DOD code from the following descriptions:

```
   CODE      DESCRIPTION

   CA     US citizen by birth
   CB     US citizen by naturalization (Derivative)
   CC     US citizen by birth (Derivative)
   CD     US citizen by naturalization
   AY     US National
   NY     An alien
   ZZ     Citizenship unknown
```

Example: CITZ: CA.

14. CLEAR - Security Code - Enter the code which indicates the results of security investigation.

```
   CODE      DESCRIPTION

   Blank   None/Unknown
   D       Entrance National Agency Check (ENT-NAC) favorably completed or
           evaluated as satisfactory for clearance purposes.
   E       Background investigation (BI) favorably completed or evaluated as
           satisfactory for clearance purposes.
   G       National Agency Check (NAC) favorably completed or evaluated as
           satisfactory for clearance purposes.
   S       Special Background Investigation (SBI) favorably completed or
           evaluated as satisfactory for clearance purposes.
```

Example: CLEAR: G.

15. SEX - Indicate "F" for female and "M" for male. Example: SEX: F.

16. LIMDU - Limited Duty Code - REF MILPERSMAN 1306-020. Enter appropriate code:

CODE   DESCRIPTION

Blank   None/Unknown
1   Foreign National Restriction prescribed by COMNAVPERSCOM.
2   Disqualified for flying or submarine duty.
3   Disqualified for combatant vessels, flying and submarine duty.
4   Disqualified for combatant vessels, flying, submarine duty, and
        auxiliary vessels.
5   Disqualified for all combatant vessels, flying, submarine duty,
        auxiliary vessels, flying and foreign shore duty.
6   Disqualified for assignment to last assigned area.
7   Disqualified for assignment to any duty involving exposure to
        radiation.
8   Classified as conscientious objector.
9   Sole surviving son.
W   Twice/thrice wounded in action.
T   Temporarily disqualified for combatant vessels, flying, submarine
        and auxiliary vessel duty, but qualified for US and foreign shore
        duty.
M   Disqualified for duty in certain types of units, activities or
        geographical locations, miscellaneous reasons, but qualified for all
        other duties afloat or ashore.
V   Restricted from serving in designated hostile fire zones.

Example: LIMDU: 1.

17. DESIG - Enlisted Designator Code - Enter appropriate code:

CODE   DESCRIPTION

Blank   Not qualified for any designation.
1   (SS) Designated as "Submarine Qualified" USN or USNR.
2   (SU) Designated as Submarine School graduate USN or USNR.
3   (DV) Qualified Diver.
4   (PJ) Qualified as parachutist.
5   (SQ) Designated as "Submarine Qualified" USN or USNR but NOT to be
        assigned to submarine duty without prior approval of COMNAVPERSCOM.
6   (NAC) Designated as "Naval Aircrewman".
7   (SG) Designated as "Submarine Qualified" but not in submarine source
        rating.
8   (SP) Designated "previously assigned in submarines" not to be
        reassigned to submarine duty without prior approval of
        COMNAVPERSCOM.
9   (AP) Qualified as Aviation Pilot.
A   (AW) Designated as "Enlisted Aviation Warfare Specialist" (EAWS).
S   (SW) Designated as "Enlisted Surface Warfare Specialist" (ESWS).

Example: DESIG: 1.

18. NEW EAOS/OBLISERV - This must be included in Class X and Y availability
reports. Provide member's new EAOS, if applicable, or advise the detailer if
the member will OBLISERV for orders. Examples: New EAOS: 1099 or OBLISERV 36
MOS.

19. ADSD - Active Duty Service Date - Compute and enter the two position
month and two position year from which total active duty service may be
computed. Example: ADSD: 1277 (indicates ADSD of December 1977).

20. NEC - Navy Enlisted Classification Code - Enter the primary and secondary NEC's even if they are 0000/0000. Example: NEC: 3502/0000.

21. ADDITIONAL REMARKS/INFORMATION. It is essential that this section of the availability report be used to the fullest extent. Commands submitting availability reports can rarely provide too much additional information in the report. The information submitted in this section is used by COMNAVPERSCOM/EPMAC in making the correct determination concerning the assignment of personnel being made available. As such, it is incumbent upon submitting commands to provide all information pertinent to the individual being made available. The following items should be included in availabilities, when applicable:

  - NQ OSEA or NQ NCON - not qualified for assignment to overseas duty or new construction. This must be included in all availability reports when applicable. EXAMPLE: NQ NCON or EXAMPLE: NQ OSEA/NQ NCON.

  - LPDS/ACC - Last Permanent Duty Station/Account Category Code. This MUST be included in all Class "X" and "Y" availability reports. Enter the name and month/year member detached from last permanent duty station or duty under instruction. Enter two position month and two position year. Example: Date TRF 1087 (Indicates TRF date of Oct 87). If accounting category code at last duty station/duty under instruction has changed to a temporary duty status, i.e., 342 changed to 320, enter month and year that member transferred from DUINS status.

  - NEW EAOS - This MUST be included in all Class "X" availability reports. EXAMPLE: NEW EAOS: 1099.

  - HHG/DEPN - Present location of household goods and dependents. Locality and homeport codes are available online through your Command Career Counselor at http://www.bupersaccess.navy.mil. Example: HHG/DEPN: FNO.

  - Submit member's duty preferences in coded form using codes available online through your Command Career Counselor at http://www.bupersaccess.navy.mil and any other information or remarks which are pertinent.

  - For AT, AX, AD, AO, AE and AM ratings: State whether the member is a volunteer (VOL) or non-volunteer (NON-VOL) for flying duties. If volunteer, indicate whether the member is physically qualified (PHY QUAL), or not physically qualified (NON-PHY QUAL) for duty involving flying as an aircrewman. If no facilities exist for conducting a flight physical examination or if time limitations preclude a flight physical examination prior to submission of the availability report, indicate (NO PHY EXAM). For volunteers, if security clearance eligibility is unknown, initiate a request for NAC or BI as necessary to grant a secret clearance. All "A" school identified non-swimmers, indicate (NONSWIM).

  - For MS personnel: If considered to have the potential, or is qualified for assignment to duty in the public quarters of a Flag Officer, or in a Flag Mess, so indicate. Example: RECMD FOR ASSIGN TO PQ/FLAG MESS. VOL/NON-VOL (as appropriate).

  - For survivors, indicate the activity name and UIC of the U.S. Navy ship that sunk or was involved in a disaster that required the crew to abandon ship.

22. All Availability reports submitted to Enlisted Placement Management

Center (EPMAC) for non-designated SN, FN, and AN personnel will contain a minimum of three choices for homeport (must be a fleet concentration area), a minimum of three choices for hull type or platform, and three choices for overseas duty. BUPERS online at http://www.bupersaccess.navy.mil should be used in obtaining location of homeports and activity codes. Availabilities submitted without this information will not be processed, and commands will be notified to resubmit.

18.06 FORMATS OF MESSAGE REPORTS.

18.061 MESSAGE AVAILABILITY FORMAT. Availability reports must be prepared using the items listed in Article 18.05. Accession availability reports must be prepared using, in order, items 1 through 21. Non-accession availability reports must be prepared using, in order, items 1 through 9. Example formats for availability messages are as follows:

EXAMPLE OF NON-ACCESSION AVAILABILITY

UNCLAS //N01306//

ENLISTED AVAILABILITY REPORT

SSN: 123-45-6789 NAME: JONES, JOHN JOSEPH UIC: 12345 RATE: PN3 ENEC:
0000 ASC: 036

AVAIL DATE: 301282 CLASS AVAIL: XC ACT NAME: VP 101 ADDITIONAL REMARKS:
LPDS: VP 101 NEW

EAOS: 1084. RETURN TO VP 101. RECMD 3 DAYS DELREP. HHG/DEPN: HNO.

EXAMPLE OF ACCESSION AVAILABILITY

UNCLAS //N01306//

ACCESSION AVAILABILITY REPORT

SSN: 123-45-6789 NAME: JONES, JOHN JEROMY UIC: 12345 AVAIL RATE: PNC
ENEC: 0000

ASC: 036 AVAIL DATE: 301282 CLASS AVAIL: FV ACT NAME: NSA NEW ORLEANS
MILITARY

SPOUSE: OUSMC BR/CL: 11 DPEN: 1 CITZ: CA CLEAR: G SEX: M LIMDU:
DESIG: EAOS:
1286 ADSD: 0565 NEC: 0000/0000 ADDITIONAL REMARKS: HHG/DEPN: HNO.
DESIRES TYPE 2 DUTY,
EAST COAST.

18.062 CORRECTION OF AVAILABILITY REPORTS. An availability report cannot be modified after it has been processed. Any correction to the report requires resubmission of the complete availability. Reference the original report and clearly indicate in the remarks section the title of the data element(s) being corrected and the reasons. EXAMPLE: ADDIT REMARKS: Avail date change from 121282 to 170183. Academic setback. Original avail 162359Z OCT 82.

18.063 CANCELLATION OF AVAILABILITY REPORTS. Reference the original report, full identification of the individual and reason for cancellation. EXAMPLE: Cancel YH AVAIL Report 172359Z OCT 82 ICO AZ3 JOHN P. JONES, USN, 555-55-5555. Readmitted to hospital.

18.064 TRACER ACTION ON AVAILABILITY REPORTS. Timely tracer action on availabilities is the responsibility of the servicing PERSUPPDET and/or command to which the individual is attached while awaiting orders. Submit tracer action to the appropriate ACA. Tracer must include availability items one(1) through nine(9), refer to article 18.05.

FOR IMMEDIATE AVAILABILITIES:

-   If assignment directive is not received within 15 working days <u>after</u> the date the availability report was <u>SUBMITTED</u>, submit tracer. Submit second and/or subsequent tracers/adtakes every 10 days starting from the date of original tracer. All tracer/adtakes should be addressed to PERS-40A3 and info respective detailer. INCLUDE TRANSIENT MONITORING UNIT (TMU) as an info addee to all tracer/adtakes.

FOR NON-IMMEDIATE AVAILABILITIES:

-   If an assignment directive is not received within 15 working days <u>prior</u> to the availability date, submit tracer.

AVAILABILITY PROCESS COMNAVPERSCOM/EPMAC

AVAIL SUBMISSION FROM FIELD COMMAND VIA	AVAIL RECEIVED	BUPERS/EPMAC	DETAILER ACTION	RESPONSE ON AVAIL TO FIELD COMMAND
MESSAGE These are submitted to COMNAVPERSCOM (NOTE (1)).	Once received at COMNAVPERSCOM Data provided Will be processed and AVAIL report provided to PERS-40 for Distribution.	Avails are then distributed to appropriate detailer (NOTE (2)).	Detailer will receive avail report approx. 48-72 hours from the time of submission from field command. Detailer will take for action(i.e. write orders or adjust PRD.	After detailer has taken appropriate action, he will then forward response to field command via message or EPAD.

NOTES - (1) Ensure when submitting an Availability Report that COMNAVPERSCOM (PERS-40G1)/EPMAC (Code 47), as appropriate, is included at the end of subject line.
        (2) Any inquiry into the status of an availability should be direct to COMNAVPERSCOM (PERS-40A3) or EPMAC (Code 47), as appropriate, (NOT TO THE DETAILER) by message or phone (AUTOVON) 882-3539 or Commercial (901) 874-3539.
        (3) Ensure all LIMDU (YH) and pregnancy (DP) avails are submitted to EPMAC (Code 48). After personnel have been found fit for full duty, the availability should be submitted to the member's normal detailer.

Correct submission of Availability Data is essential in processing the avail in a timely manner. Numerous availabilities are received, by COMNAVPERSCOM (PERS-40A3) and EPMAC (Code 47), with incorrect or insufficient data. This can add three to seven days to the process as the error must be researched. Some of the common errors are:

        Incorrect rate, name or SSN - This can be avoided if the information provided is verified against the Enlisted contract.

        Incorrect or insufficient AVAIL Data - Class AVAIL incorrect or insufficient data provided (ie. YH instead of YI, or LIMDU limitations not provided).

        AVAIL submitted to detailer desk code - All Availabilities are to be submitted to COMNAVPERSCOM (PERS-40A3) or EPMAC (Code 47), as appropriate (Refer to figure 18B for TAR Personnel).

If the above procedures are followed it will improve the processing of availabilities and substantially reduce the turn around time in receiving orders for personnel.

FIGURE 18A

AVAILABILITY PROCESS (TAR)

AVAIL SUBMISSION FROM FIELD COMMAND VIA	AVAIL RECEIVED	BUPERS/EPMAC	DETAILER ACTION	RESPONSE ON AVAIL TO FIELD COMMAND
MESSAGE These are submitted to COMNAVPERSCOM (NOTE (1)).	Once received at COMNAVPERSCOM Data provided Will be processed and AVAIL report provided to NRPC (Code 30) for Distribution.	Avails are then distributed to appropriate detailer (Note (2)).	Detailer will receive avail report approx. 48-72 hours from the time of submission from field command. Detailer will take for action(i.e. write orders or adjust PRD.	After detailer has taken appropriate action, he will then forward response to field command via message or EPAD.

NOTES - (1) Ensure when submitting an availability that the NRPC (Code 30 is at the end of subject line.

(2) Any inquiry into the status of an availability should be direct to NRPC (Code 32) (NOT TO THE DETAILER) by message or phone (AUTOVON) 363-1217 or Commercial (504) 948-1217.

FIGURE 18B